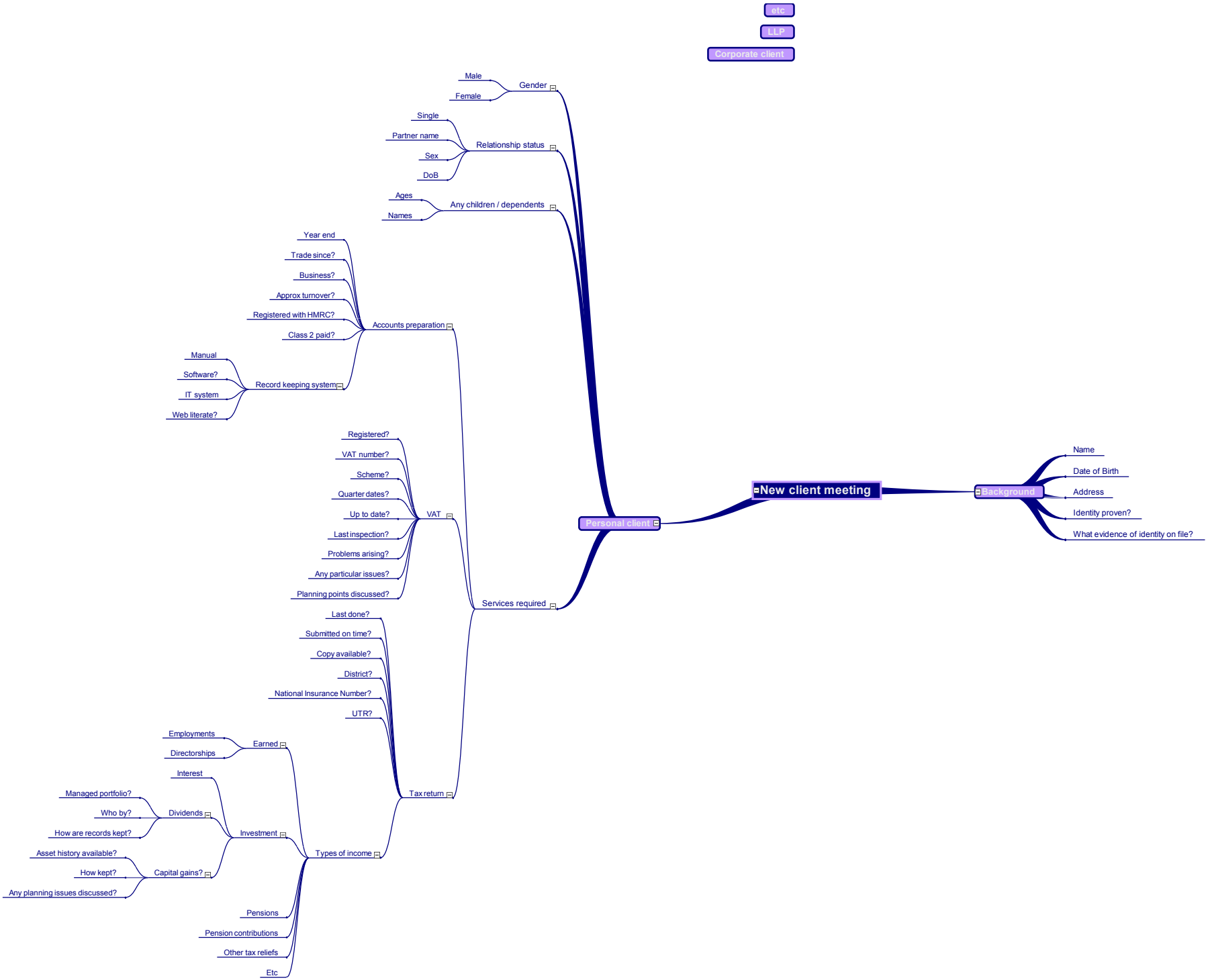
New client meeting
Background
Name
Date of Birth
Address
Identity proven?
What evidence of identity on file?
Personal client
Gender
Male
Female
Relationship status
Single
Partner name
Sex
DoB
Any children / dependents
Ages
Names
Services required
Accounts preparation
Year end
Trade since?
Business?
Approx turnover?
Registered with HMRC?
Class 2 paid?
Record keeping system
Manual
Software?
IT system
Web literate?
VAT
Registered?
VAT number?
Scheme?
Quarter dates?
Up to date?
Last inspection?
Problems arising?
Any particular issues?
Planning points discussed?
Tax return
Last done?
Submitted on time?
Copy available?
District?
National Insurance Number?
UTR?
Types of income
Earned
Employments
Directorships
Investment
Interest
Dividends
Managed portfolio?
Who by?
How are records kept?
Capital gains?
Asset history available?
How kept?
Any planning issues discussed?
Pensions
Pension contributions
Other tax reliefs
Etc
Corporate client
LLP
etc